

Kentucky Adult Education Post-Assessment Exception Form

Adult educators must document reasons for all post-assessments administered prior to test publishers' recommended timeframes for post-testing as provided by the Office of Vocational and Adult Education (see KYAE Policy and Procedure Manual, Assessment section).

This form must be filed in the student folder, and a copy of the form must be forwarded to the Adult Education Program Director to remain on file in his/her office. The files are subject to monitoring during site visits and audits.

Instructions: Fill in student's name and assessment used. Check reason(s) for exception. If "Professional Judgment" is checked, complete the explanation section. Complete the adult educator section and sign.

Student Name: _____

Assessment Used: _____

Reason(s) for post-assessment exception: (check all that apply)

____ Student's initial assessment, educational goals or level of participation suggests he/she may exit the program or earn a GED prior to the recommended number of hours.

____ Student indicated he/she was leaving the program.

____ Student enrolled in adult education to remediate deficiencies in a specific academic area for postsecondary education or employment and was post-tested to assess student progress toward goals.

____ Professional Judgment

Please explain: _____

Adult educator's name: _____ (please print)

Signature _____ Date _____

County _____

